



APPROVED 8/20/2013

New Mexico Connections Academy (NMCA)
MINUTES OF THE GOVERNING COUNCIL MEETING
Tuesday, July 16, 2013 at 9:00 a.m. MT

Held at the following location and via teleconference:
New Mexico Coalition for Charter Schools
610 Gold SW, Suite 102
Albuquerque, NM 87102

I. Call to Order and Roll Call

Mr. Boitano called the meeting to order at 9:09 a.m. The meeting was open to the public. Mr. Boitano conducted a Roll Call.

Governing Council Members Present: Mark Boitano, Paul Gessing and Carlo Lucero (in person); Jeanine Robinson and Yvonne Duhigg (via phone);

Governing Council Members Absent: Patrick Chavez;

Guests Present: Athena Trujillo, School Principal (in person); Donna Hutchison, Peter Robertson, Tanya Lee and Heather Woodward, Connections staff (via phone).

II. Routine Business

a. Approval of Agenda

Mr. Boitano asked the Governing Council to review the Agenda distributed prior to the meeting. There being no discussion, a motion was made by Mr. Gessing and seconded by Mr. Lucero as follows:

RESOLVED, that the Agenda for the July 16, 2013 New Mexico Connections Academy Governing Council Meeting, as presented, is hereby approved.

The motion passed unanimously.

III. EXECUTIVE SESSION

An Executive Session was not needed at this time.

IV. Actions Resulting from Executive Session

No action was required at this time.

V. Oral Reports

a. Meet & Greet with School Leader

Mr. Gessing welcomed Ms. Trujillo to the school. Ms. Trujillo thanked the Board for the warm welcome.

b. Principal's Report

i. Update on Enrollment and Staffing

Ms. Trujillo reviewed the school's current enrollment. She noted that 181 students have been enrolled and 156 students are pre-approved for enrollment. She further advised the Council regarding those students who have items outstanding to be considered for enrollment. Ms. Trujillo noted that staff recruitment is underway, and reviewed the positions currently included in the budget.

ii. Update on Facility and Furniture

Ms. Trujillo provided the Governing Council with an update on the facility and furniture installation completed to date.

c. Financial Report

Mr. Vigil discussed the recent work completed in preparation for the school to begin to receive funding for the upcoming school year. He also noted that the bank account work continues and is expected to be finalized by the next Governing Council meeting.

VI. **Consent Items**

Mr. Gessing asked the Governing Council members whether there were any items from the Consent Items that they wished to have moved to Action Items for discussion, or tabled. The Board asked to move Consent Item (b) Ratification of Revised Statement of Agreement with Connections Academy of New Mexico, LLC to Action Items. There being none, Mr. Gessing made the following motion and it was seconded by Ms. Duhigg as follows:

- a. Approval of Minutes from the June 18, 2013 Meeting.

The motion passed unanimously.

VII. **Action Items**

a. Approval of the 2013 – 2014 School Year General School Handbook

Ms. Duhigg reviewed the school handbook, including the process for creating the handbook and those involved in the review. There being no further discussion, Mr. Gessing made the following motion and it was seconded by Mr. Lucero as follows:

RESOLVED, that the 2013-2014 school year General School Handbook, as presented, is hereby approved.

The motion passed unanimously.

b. Approval of the 2013-2014 School Year State Specific School Hand book Policies

Ms. Duhigg reviewed the school handbook, including the process for creating the handbook and those involved in the review. There being no further discussion, Mr. Gessing made the following motion and it was seconded by Ms. Lucero as follows:

RESOLVED, that the 2013-2014 school year State Specific School Handbook, as presented, is hereby approved.

The motion passed unanimously.

c. Approval of Employee Handbook

Mr. Gessing reviewed the process for the drafting and creation of the Employee Handbook. Ms. Fox noted that she is currently reviewing the handbook and would like the Council's support of the handbook pending final review by Ms. Fox. There being no further discussion, Ms. Duhigg made the following motion and it was seconded by Ms. Robinson as follows:

RESOLVED, that the Employee Handbook, subject to final review by Ms. Fox, is hereby approved.

The motion passed unanimously.

d. Approval of Employee Social Security Coverage

Mr. Gessing presented this item to the Governing Council. Mr. Vigil discussed the considerations surrounding the school providing the employees with Social Security coverage. The Council discussed the political and budgetary impacts of the decision. Mr. Gessing and Ms. Duhigg noted their strong support to not provide Social Security coverage for employees. Mr. Lucero asked for information concerning human resources considerations. Ms. Trujillo and the Council discussed the need to communicate the school's offerings early to an applicant. She noted the current 9 staff members who have been hired and reviewed their experience with the Council members. The Governing Council held significant discussion on this matter. There being no further discussion, Mr. Lucero made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that for NMCA to opt out of NMCA offering the Employee Social Security coverage, as presented, is hereby approved.

The motion passed via roll call vote unanimously.

e. Approval of Renewal of Business Manager Agreement

Mr. Lucero presented this item to the Governing Council. He reminded the Council of the services provided to date and those recommended in the contract provided in the meeting materials. Mr. Vigil reviewed the services offered and controls that will be implemented now that a school leader is in place. There being no further discussion, Mr. Lucero made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the renewal of Business Manager Agreement, as presented, is hereby approved.

The motion passed unanimously.

f. Approval of NM State Approved Software for Financial Preparation – AptaFundASP License Agreement

Mr. Vigil presented this item to the Governing Council. He reviewed the school's need for the software and noted that the lease would be in the name of New Mexico Connections Academy. There being no further discussion, Mr. Gessing made the following motion and it was seconded by Ms. Duhigg as follows:

RESOLVED, that the NM State approved software for financial preparation – ApataFundASP License Agreement, as presented, is hereby approved.

The motion passed unanimously.

g. Approval of Lease Payment Assistance Request

Mr. Boitano presented this item to the Governing Council. He reviewed the background of this item with the Council members, noting that charter schools are eligible for lease payment assistance. The Council discussed this item, noting that legislation is unclear as to whether virtual charter schools are eligible. The Governing Council was supportive of completing all necessary documentation for consideration of the lease payment assistance available in New Mexico. There being no further discussion, Mr. Lucero made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the lease payment assistance request, as discussed and budgeted, is hereby approved.

The motion passed unanimously.

h. Approval of Board Designee to Negotiate, Finalize and Execute Contracts for Options Services

i. Technology Package Lease

Mr. Boitano presented this item to the Governing Council. The Council discussed the timing requirements to procure the technology necessary for students to be ready for the start of school. Ms. Fox reviewed the lease with the Council in detail. Ms. Fox noted a necessary clarification in regards to the return policy. There being no further discussion, a motion was made by Mr. Lucero and seconded by Ms. Robinson as follows:

RESOLVED, that the technology package lease, as presented, are hereby approved.

The motion passed unanimously.

The Governing Council discussed the process by which the school can go out to bid for the school's technology package.

[Mr. Gessing left the meeting at 11:11 a.m.]

The Council decided to review the other optional services at a later date.

Ratification of Revised Statement of Agreement with Connections Academy of New Mexico, LLC

Mr. Boitano reviewed the minor changes made to the agreement with Connections Academy of New Mexico, LLC. He reminded the Council of the significant work completed, and discussions held in regards to the proposed agreement. He further noted the recent review and communications received from Abby Wear

of the New Mexico Public Education Commission on the matter. There being no further discussion, a motion was made by Ms. Duhigg and seconded by Mr. Lucero as follows:

RESOLVED, that the Revised Statement of Agreement with Connections Academy of New Mexico, LLC, is hereby approved.

The motion passed unanimously.

VIII. Information Items

a. State Relations Update

Dr. Hutchison provided the Governing Council with an update on legislative matters that may impact the school.

IX. Adjournment and Confirmation of Next Meeting - Tuesday, August 20, 2013 at 9:00 a.m. MT

Mr. Boitano noted that the Governing Council was at the end of its agenda and that the next meeting is scheduled to be held on Tuesday, August 20, 2013 at 9:00 a.m. MT. At 11:25 a.m. the Governing Council made and seconded the following motion:

RESOLVED, that the adjournment of the New Mexico Connections Academy, Inc. July 16, 2013 Governing Council meeting, be approved.

The motion was approved unanimously.